

SENIOR LIBRARY COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Senior Library Coordinator exists is to supervise and coordinate more than one section in the library or oversee the functions of a branch library in the Community Services Department. This classification is supervisory. Work is performed under general supervision by a Library Manager. The Senior Library Coordinator classification is distinguished from the Coordinator level by the former having multiple sections or responsibility for a branch library.

ESSENTIAL FUNCTIONS

Devise, plan and coordinate the activities of two or more library sections or branch library, seeking opportunities to improve customer service delivery and opportunities to employees.

Select, train, observe, evaluate and supervise the work of professional, clerical and paraprofessional staff. Listen and provide feedback to employees.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

Serve as backup in the absence of the program manager.

Participate actively in professional organizations; update skills in library trends and methods. Provide in-depth reference and readers advisory service.

Prepare reports and make recommendations regarding library policy and services, with a focus on providing superior customer service for both the internal and external customers.

Serves as contract administrator for assigned trusts and grants (federal, endowments, library board, etc.) ensuring compliance with regulations, specified instructions and policies. Prepare reports, monitor funds, order materials, oversee contracts, estimate and purchase materials at the best price. Develop request for proposals; negotiate; review responses, monitor and oversee contracts to purchase books. Oversee and assist with "opening day" collections.

Coordinate the overall responsibility of collection development and supervise staff that is responsible for ordering, paying vendors, records maintenance and receiving of library materials. Select library materials following established goals and procedures.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

- Library policies, procedures and operations.
- Automated systems for library operations.
- The principles and practices of effective supervision.
- Budget preparation and monitoring.

Ability to:

- Select, train, observe, evaluate, develop and supervise various levels of staff in an effective manner.
- Work with various library staff to address system wide objectives.

Prepare, recommend, monitor and evaluate program outcomes and budgets.
Effectively oversee multiple library sections or a branch library.
Communicate clearly and concisely, both verbally and in writing.
Establish and maintain effective working relationships with citizens, vendors, and City staff at all levels. Resolve effectively citizen complaints or problems.
Operate a personal computer, including software packages.
Maintain regular consistent attendance and punctuality are essential functions.
Work weekends, evenings and holidays.
Work independently.

Education & Experience

A Bachelor's degree in Business Administration, Public Administration or related field and 5 years professional experience in library and related fields of specialization including two years in a supervisory capacity.

A Master's of Library Science (MLS) degree is highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified